

Completing the nomination form

The Australian Vocational Student Prize (AVSP) recognises outstanding Year 12 students who have demonstrated exceptional skill, commitment and achievement while undertaking a Vocational Education and Training (VET) in Schools program or an Australian School-based Apprenticeship (ASbA) as part of their senior secondary studies. Up to 500 prizes are awarded annually. The prize includes a certificate and \$2000.

The highest achieving recipients of the AVSP are also eligible for the Prime Minister's Award for Skills Excellence in School (PM's Award), which includes a certificate and an additional \$2000.

Eligibility criteria

To be eligible for the AVSP, the nominated student must:

- have completed or be due to complete Year 12 in 2010
- have completed or be due to complete a VET in Schools or ASbA program to a minimum Certificate II as part of their senior secondary studies*
- have their VET qualification/s recognised on their senior secondary certificate
- be an Australian citizen or a permanent resident.

* In some cases the school-based portion of vocational qualification can only be completed to a maximum Certificate I. If you would like to nominate a student who falls into this category please provide an explanation in the Supporting Statement in Part A of the nomination form.

Number of nominations

Schools are invited to nominate up to two students if the school has fewer than 25 VET enrolments or up to four students if the school has 25 or more VET enrolments.

| VET enrolments | Nominations per school |
|----------------|---|
| 1-24 students | 2 nominations - one VET in Schools student and one ASbA student |
| 25+ students | 4 nominations - two VET in Schools students and two ASbA students |

Definitions

Vocational Education and Training in Schools programs can be undertaken by school students as part of their senior secondary certificate. These programs provide credit towards nationally recognised VET qualifications within the Australian Qualifications Framework. The training received by students reflects specific industry competency standards and is delivered by a Registered Training Organisation (RTO) or a school in partnership with a RTO.

Australian School-based Apprenticeship students are enrolled in a senior secondary certificate under the relevant Education Act. The student's school or education provider acknowledges and endorses the Training Plan or Outline required by the Apprenticeship or Traineeship Training Contract. Their Australian School-based Apprenticeship is recognised on the student's senior secondary certificate.

Selection process

Nominations will be divided into industry groups (based on information provided in Part C6 of the nomination form) and distributed to state and territory assessment panels. The assessment panels will include industry, education and state representatives. The nominations are assessed on a qualitative basis, with consideration given to the merit of each student's vocational education achievement.

The PM's Award winners will be selected from highest scoring AVSP winners who have completed a **minimum Certificate III**. PM's Award winners are selected by a national assessment panel in the categories of: highest achieving student in each state and territory; highest achieving student in each industry group; and the highest achieving Indigenous student.

The prizes are awarded on merit and not all nominations will be successful. Decisions on the selection of AVSP and PM's Award winners are final and no correspondence will be entered into following the announcement of the winners.

Privacy notice

All personal information collected by the Department of Education, Employment and Workplace Relations (DEEWR) is protected by the Privacy Act 1988. Personal information collected on this form (such as name, telephone number and email address) will be used by DEEWR for the purpose of administering, evaluating and disbursing the AVSP and the PM's Award.

DEEWR will provide your personal information to state and territory government and industry representatives for the purposes of evaluating nominations for the AVSP and the PM's Award. Your personal information will also be disclosed to the Prime Minister's Office, the Minister for Education's Office and the relevant local Member of Parliament. DEEWR will not otherwise use or disclose your personal information, unless authorised or required by law.

Closing date for nominations

Nominations close at **8pm Australian Eastern Daylight Saving Time (AEDST) on Friday, 17 December 2010**. Late nominations will be accepted subject to prior agreement with DEEWR and only under exceptional circumstances.

Announcement of winners

AVSP and PM's Award winners and their school principal will be notified by mail. The names of winners will also be published on the DEEWR website (subject to consent being given by the student). DEEWR will also issue a media release directing people to the AVSP webpage to view the list of winners.

System requirements

DEEWR recommends the following baseline configuration to complete the nomination form:

Diskspace: 200MB free space

Memory: 128MB or greater

Internet Browser: Internet Explorer 6.0 or higher **OR** Mozilla Firefox 2.0 or higher

Acrobat Reader: Adobe Acrobat Reader 7.0.9 or higher.

Instructions for completing the AVSP 2010 nomination form

The nominator is responsible for completing the electronic nomination form which can be downloaded from www.deewr.gov.au/avsp. The nominator must complete the form with input from the student, their RTO and their employer (please note that input from the employer is mandatory for ASbA nominees and optional for VET in Schools nominees).

The nominator should save the electronic nomination form to their computer by clicking the "Save to my computer" button at the end of the form. Saving the form enables the nominator to add information over time to complete it.

Please note: hand written forms will not be accepted. If the nominator has any problems with the electronic form they should contact DEEWR by email at avsp@deewr.gov.au or telephone 1300 363 079.

The electronic form includes a help function which can be accessed by clicking the '?' button. A help button can be found at the start of each part of the form.

All fields are mandatory unless stated otherwise. Mandatory details that are not completed will appear at the end of the form in an error message when the nominator clicks the "Submit to DEEWR" button. Clicking on the error message will take you back to the section that needs to be completed or revised.

Before you begin

The nominator is responsible for coordinating the collection of the student's details and consent, the employer's details, and evidence of the student's qualifications from the RTO.

- To collect the student's details and consent, the nominator must provide the student with the *AVSP Student Nomination and Consent Form*, which can be downloaded at www.deewr.gov.au/avsp. The student should complete the form electronically, then print and sign a hardcopy. The form must be kept on file and provided to DEEWR upon request if required.
- To collect information from the employer, the nominator must provide the employer with the *AVSP Employer Form*, which can be downloaded at www.deewr.gov.au/avsp. The employer should provide the completed form to the nominator by email or hardcopy.
- The nominator must also collect evidence of the student's qualifications from the RTO. This evidence must be kept on file and provided to DEEWR upon request.

Part A: Nominator details

The nominator can be the school principal, VET coordinator or teacher. The "Nominator Details" section of the form (Part A) collects contact details and information about the nominated student's achievements in vocational education. If necessary, DEEWR may contact the nominator for further information to assist with the assessment process.

The nominator must address the criteria and provide a supporting statement, including specific examples of how the student's skill, commitment and achievements have been outstanding. The nominator's responses to the criteria will be used to assess the nomination.

Criterion 1: Provide details of how the nominated student has acquired and demonstrated exceptional vocational and employability skills and achieved outstanding outcomes in a VET in Schools or ASbA program. For more information, refer to the employability skills and attributes at [Attachment A](#).

Criterion 2: Provide details of how the nominated student demonstrated personal attributes such as determination and commitment to achieve outstanding outcomes in a VET in Schools or ASbA program.

Supporting Statement: This could include information about the student's other achievements, such as leadership responsibilities, certificates and sporting awards, extra curricular activities and acting as a role model to others. It could also describe the student's ability to overcome challenges such as distance, disability or family demands.

To be eligible for this prize, students must have completed at least a Certificate II, however, in some cases the school-based portion of a vocational qualification can only be completed to a maximum Certificate I level. If you are nominating a student who has completed a Certificate I please provide an explanation in this statement.

There is a word limit of approximately 300 words for each response, which can be monitored using the character counter below each text box.

Part B: School details

The school details section also collects mailing details for notification of the outcome and statistical information used to report on and evaluate the AVSP program.

Part C: Student details

- To ensure that the student's consent is obtained and that all of the relevant information is collected to complete this part of the form, the nominator must provide the student with the *AVSP Student Nomination and Consent Form* for them to complete and sign. This form can be downloaded from www.deewr.gov.au/avsp.
- Consent to publicly release the student's details if they are successful will be indicated by the student on the *AVSP Student Nomination and Consent Form*. If the student chooses not to release their details this will not affect their nomination in any way.
- If the student is under 16 years of age, details of a parent or guardian must also be included on the *AVSP Student Nomination and Consent Form*.

The responses provided by the nominator in this section will establish the student's eligibility for nomination and provide statistical information to report on and evaluate the AVSP program.

To be eligible for the prize, the nominated student must have **completed Year 12** by the end of 2010. Some students may not have completed their studies at the time of nomination. In this case, the nominator should consider if the student is likely to complete their senior secondary certificate and VET qualification.

The student section collects information about the qualifications achieved by the nominated student including the certificate name, level, industry, whether the certificate is recorded on the student's senior secondary certificate and the name of the RTO (in some cases this may be the school). The nominator must retain evidence of the qualifications cited in the nomination form from the student's RTO, and make it available to DEEWR upon request if required.

Some students may have completed more than one vocational qualification while at school. It is important to list the highest level or most significant certificate first then list others underneath.

The nominator must ensure they select the correct industry group. This will assist with the allocation of nomination forms to the appropriate assessment panel for the selection process. See the industry group list at [Attachment B](#) for more information.

Details of any other awards such as school, regional or state and territory awards may also be included in this section, as well as any other VET certificates that have not yet been completed.

The supporting statement must be provided by the nominated student in their own words and should describe their experience of vocational education and training. This statement may include the following:

- why they chose to undertake a VET in Schools program or ASbA
- what benefits or advantages they have gained from this training
- what career path they are planning to pursue
- what further goals and ambitions they have
- any other interests
- how they overcame any challenges they may have encountered.

There is a word limit of approximately 300 words for the student's response, which can be monitored using the character counter below the text box.

Part D: Employer details

- To collect all of the relevant information to complete this section of the form, the nominator must provide the employer with the *AVSP Employer Form* for them to complete and sign. This form includes a Privacy Notice for the employer.

The employer details section is **mandatory** for all ASbA student nominations. VET in Schools nominations may also include employer details but it is optional.

The employer statement should support the information provided by the nominator and the student. It should include details of how the student has demonstrated exceptional vocational and employability skills, as well as attributes such as commitment and determination while undertaking their vocational training program in the workplace.

There is a word limit for the employer's response, which can be monitored using the character counter below the text box.

See the employability skills and attributes at [Attachment A](#) for more information.

Part E: Nominator's declaration

The nominator must declare that the information they have provided in the nomination is true and correct.

The nominator must keep on file evidence of the nominated student's qualifications as provided by the RTO and the completed *AVSP Student Nomination and Consent Form* and *AVSP Employer Form* (if applicable). The nominator must make this information available to DEEWR upon request if required.

All declarations are mandatory except **Declaration 3** and **Declaration 4**, which are optional.

- To complete **Declaration 3** the nominator must refer to the completed *AVSP Student Nomination and Consent Form* to check that the nominated student has consented to having their information publicly released.
- **Declaration 4** refers to the information provided by the employer; this is mandatory for ASbA nominations and optional for VET in Schools nominations.

Part F: Completing the form

Save to my computer

The nominator should click the “Save to my computer” button to save a draft copy of the application which can be accessed without being connected to the internet. This allows the nominator to start the nomination and add information over time to complete the form.

Submit to DEEWR

The “Submit to DEEWR” button will attach the completed form to an email and send it to the AVSP inbox, this works best if you use an email application such as Outlook, Outlook Express, Eudora or Mail. The nomination form will automatically assign a subject line to the email containing the nominated student's name and state. Please do not alter the subject line.

If there are any difficulties with this function or if you use an Internet email service such as Yahoo or Hotmail, an alternative option is to attach the form to a separate email and send it to avsp@deewr.gov.au. If this is not possible, please email avsp@deewr.gov.au or telephone DEEWR on 1300 363 079.

DEEWR will confirm receipt of nomination forms by email within a week of submission. If you do not receive confirmation please email avsp@deewr.gov.au.

Print form

It is recommended that the nominator print a copy of the completed nomination form to retain with the qualification evidence and student consent form and keep this on file. The nominator should also print and provide a copy of the form to the student for their records.

Further Information

For further information visit www.deewr.gov.au/avsp, email avsp@deewr.gov.au, or telephone DEEWR on 1300 363 079.

Checklist

- ☐ The nomination form is saved to a computer and completed by the nominator
- ☐ Student consent form is completed, signed and kept on file
- ☐ Evidence of the student's vocational qualifications is collected from the RTO and kept on file
- ☐ Employer form is completed and kept on file (if applicable)
- ☐ The completed nomination form is emailed to the AVSP inbox
- ☐ A copy of the completed form is provided to the student for their information

Examples of employability skills and personal attributes:

| EMPLOYABILITY SKILLS | |
|---|--|
| Communication | Listening, understanding and communicating concepts to contribute to productive relationships with colleagues and clients |
| Team work | Developing productive working relationships with a range of people and utilising the strengths in the team to contribute to outcomes |
| Problem solving | Developing creative, innovative and practical solutions to solve problems and achieve outcomes |
| Initiative and enterprise | Adapting to new situations, identifying opportunities and developing options to contribute to innovative solutions |
| Planning and organising | Managing time and priorities, establishing goals and contributing to long and short-term strategic planning |
| Self-management | Taking responsibility for managing performance and developing personal goals which contributes to workplace satisfaction |
| Learning | Contributing to ongoing improvement, managing own learning through a range of mediums and applying new ideas and techniques |
| Technology | Using and applying new technologies to contribute to the effective management and execution of tasks |
| PERSONAL ATTRIBUTES: | |
| <ul style="list-style-type: none">• loyalty • commitment • honesty • integrity • enthusiasm • reliability • personal presentation •• common sense • positive self-esteem • sense of humour • attitude to work and home life •• ability to deal with pressure • motivation • adaptability • work ethic • | |

Industry groups and examples of certificates

Agri-food

- Rural Production
- Racing Industry
- Conservation and Land Management
- Animal Care and Management
- Horticulture
- Australian Meat
- Seafood Industry
- Food Processing Industry

Community Services and Health

- Community Services
- Health

Construction and Property Services

- General Construction
- Property Development and Management
- Plumbing and Services
- Asset Maintenance and Security

ElectroComms and EnergyUtilities

- Electrotechnology Industry
- Electricity Supply Industry
- Transmission and Distribution
- Gas Industry
- Lifts Industry

Government Skills

- Correctional Services
- Local Government
- Public Safety
- Public Sector
- Water Industry

Innovation and Business

- Business Services
- Film, TV, Radio, Multimedia and Music
- Information Technology
- Financial Services
- Museum and Library/Information Services
- Printing and Graphic Arts
- Telecommunications
- Training and Assessment
- Visual Arts, Craft and Design

Manufacturing

- Automotive
- Furnishing
- Textiles, Clothing and Footwear
- Metal and Engineering
- Aero-skills
- Chemical, Hydrocarbons and Oil Refining
- Laboratory Operations
- Manufactured Mineral Products
- Plastics, Rubber and Cablemaking

Resources and Infrastructure

- Coal
- Civil Construction
- Drilling Industry
- Extractive Industry
- Metalliferous Mining

Services

- Hairdressing and Beauty
- Fitness and Sport
- Hospitality and Tourism
- Retail
- Community Pharmacy
- Community Recreation Industry
- Floristry
- Caravan Industry

Transport and Logistics

- Aviation
- Maritime
- Transport and Distribution

Forestry

- Forest Growing and Management
- Harvesting and Haulage
- Sawmilling and Processing
- Wood Panel and Board Production
- Pulp and Paper Manufacturing